

OFFICE OF FINANCIAL AND INSURANCE SERVICES

JOB VACANCY NOTICE

CLASS/LEVEL: Executive Secretary E10
DIVISION/SECTION: Office of Financial Evaluation
DEADLINE TO RESPOND: 11-15-06

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 INTERESTED APPLICANTS SHOULD SUBMIT A RESUME, DLEG APPLICATION AND COVER LETTER TO DLEG, OFFICE OF FINANCIAL AND INSURANCE SERVICES, HUMAN RESOURCES/BUDGET DIVISION/OFIS 06-33, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                               |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                               |
| PAY RANGE               | \$16.15-\$21.68/hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                               |
| DESCRIPTION OF POSITION | This position is responsible for performing executive support activities for the chief deputy commissioner, including the delegation of assignments to office staff, coordinating completion of assignments and ensuring compliance in meeting deadlines. Responsibilities include collecting and tabulating data, analyzing the results of surveys and preparing reports while maintaining the confidentiality of those submitting surveys. Special one-time projects and assignments are of frequent nature. |                                                                                                                               |
| EDUCATION               | Knowledge and skills typically acquired through completion of high school.                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                               |
| EXPERIENCE              | Two years of office experience involving secretarial practices equivalent to the Secretary E8.                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                               |
| SPECIAL REQUIREMENTS    | Only applicants that have taken the examination and are on the proper register can be considered.                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                               |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | OFIS 06-33                                                                                                                    |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | DLEG, Office of Financial & Insurance Services, Human Resources/Budget Division/OFIS06-33, P. O. Box 30220, Lansing, MI 48909 |
|                         | E-Mail Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                               |
|                         | Fax:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | (517) 335-1450                                                                                                                |

The State of Michigan is an Equal Opportunity Employer  
 Civil Service Rule 1-7 states: All persons offered employment in the classified service are required to submit to and pass a pre-employment drug test as a condition of employment

**This is an announcement of a position vacancy and does not constitute an offer of employment.**

**1. Position Code**  
EXCSECED14N

**State of Michigan**  
**Department of Civil Service**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Federal privacy laws and/or state  
confidentiality requirements protect  
a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

|                                                                                                                                             |                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Employee's Name (Last, First, M.I.)</b>                                                                                               | <b>8. Department/Agency</b><br>LABOR & ECONOMIC GROWTH                                                                              |
| <b>3. Employee Identification Number</b>                                                                                                    | <b>9. Bureau (Institution, Board, or Commission)</b><br>OFFICE OF FINANCIAL AND INSURANCE SERVICES                                  |
| <b>4. Civil Service Classification of Position</b><br>EXECUTIVE SECRETARY E10                                                               | <b>10. Division</b><br>OFFICE OF FINANCIAL EVALUATION                                                                               |
| <b>5. Working Title of Position (What the agency titles the position)</b><br>EXECUTIVE SECRETARY                                            | <b>11. Section</b>                                                                                                                  |
| <b>6. Name and Classification of Direct Supervisor</b><br>RICHARD LAVOLETTE., CHIEF DEPUTY COMMISSIONER,<br>STATE DIVISION ADMINISTRATOR 17 | <b>12. Unit</b>                                                                                                                     |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>LINDA WATTERS, COMMISSIONER, UNCLASSIFIED                              | <b>13. Work Location (City and Address)/Hours of Work</b><br>611 W. OTTAWA, LANSING 48933<br>8:00 A.M. - 5:00 P.M., MONDAY - FRIDAY |

**14. General Summary of Function/Purpose of Position**

This position is responsible for performing executive support activities for the chief deputy commissioner, including the delegation of assignments to office staff, coordinating completion of assignments and ensuring compliance in meeting deadlines set by the chief deputy commissioner. Responsibilities include collecting and tabulating data, analyzing the results of surveys and preparing reports while maintaining the confidentiality of those submitting surveys. Reports are important tools used by OFE divisions to continually fine tune regulatory programs and services provided by OFE divisions. The position is responsible to perform other related duties as assigned. Within the OFE CDC's Office, special one-time projects and assignments are of frequent nature. The incumbent, using his or her own initiative, is responsible to handle these special projects personally, or refer to other OFE staff for action.

**For Civil Service Use Only**

**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

**List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1**

**% of Time 30**

Coordinate executive support activities of the chief deputy commissioner

**Individual tasks related to the duty.**

- Schedule appointments and maintain calendar.
- Make commitments for speeches and other appearances.
- Make travel and other logistical arrangements as necessary.
- Process highly sensitive or confidential material, making decisions on what can or cannot be delegated to other administrative support personnel for processing.
- Screen mail, visitors and callers, determining priority issues for the chief deputy commissioner's attention, those to be delegated to office staff for handling, and independently handling as many as possible based on knowledge of the chief deputy commissioner's policy direction and interpretation of the various office codes.
- Establish and maintain office filing systems.
- Provide advice and assistance as required.

Duty 2

**General Summary of Duty 2**

**% of Time 45**

Oversee the operation of the OFE Chief Deputy Commissioner's office to ensure consistency and adherence to policies and procedures.

**Individual tasks related to the duty.**

- Ensure the day-to-day operations of the Chief Deputy Commissioner's office are adhering to policies and procedures set forth by OFIS, DLEG and State of Michigan.
- Propose, develop, and prepare policy materials, operations manuals, and supporting instructions to ensure the efficient operations of the OFE Chief Deputy Commissioner office.
- Coordinate assignments from the Chief Deputy Commissioner to appropriate staff. Provide documentation and other necessary materials as required to complete the assignments; monitor the process and follow up with progress report to the Chief Deputy Commissioner.
- Conduct research, collect and analyze data, and prepare verbal and written reports.
- Independently complete or delegate assignments/inquiries that do not require the Chief Deputy Commissioner's direct attention. Follow up as necessary to ensure satisfactory completion.
- Design, implement, and document personal computer-based data collection, processing, and reporting systems. · Use and maintain computer data bases to record and analyze data on program and service activities.
- Coordinate responses to requests for confidential information addressed to OFE Chief Deputy Commissioner.

Duty 3

**General Summary of Duty 3**

**% of Time** 15

Liaison between OFE Chief Deputy Commissioner and industry trade associations.

**Individual tasks related to the duty.**

- Liaison with Michigan Association of Insurance Agents, American Bankers Association, Michigan Bankers Association, Michigan Association of Community Bankers, Michigan Credit Union League, Michigan Association of Credit Unions, and other organizations.
- Conduct research, analyze data, and prepare reports and other materials for meetings, speaking engagements and hearings involving the OFE Chief Deputy Commissioner. Coordinate meeting schedules including conference arrangements.
- On behalf of the Chief Deputy Commissioner, work directly with industry contacts relating to insurance and financial issues; prepare documents and distribute to appropriate parties, while ensuring the confidentiality of sensitive information.

Duty 4

**General Summary of Duty 4**

**% of Time** 5

Liaison with bank and credit union officials in the administering of program of statewide surveys of depository institutions.

**Individual tasks related to the duty.**

- Compile and analyze data, and maintain confidential survey information submitted by state-chartered banks and credit unions regarding services provided by OFIS staff.
- Prepare quarterly and annual reports depicting survey results.
- Establish and maintain system to ensure strict confidentiality of survey information including system which prohibits OFE Bank & Trust or Credit Union Division staff, respectively, to obtain survey information details other than quarterly and annual reports.

Duty 5

**General Summary of Duty 5**

**% of Time** 5

Perform other related duties as assigned

**Individual tasks related to the duty.**

- On a case-by-case basis, and using one's own initiative, complete or coordinate the completion of special one-time projects and assignments.
- Complete special projects, including conducting research and analysis and preparing reports and recommendations, as assigned.

Duty 6

**General Summary of Duty 6**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

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- 16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

Decisions on what information can be released regarding the chief deputy commissioner's position on issues; resolve scheduling conflicts; and determine priorities for chief deputy commissioner's attention. These decisions affect office staff, the financial services industry and others having contact with the chief deputy commissioner.

- 17. Describe the types of decisions that require your supervisor's review.**

Decisions not covered by supervisor directive, OFIS policy or guidelines, such as changes to microcomputer software/programs that may affect stored data and report output or revising a process that affects how work is performed.

- 18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

Position duties and tasks are performed in a traditional office environment which includes considerable sitting, occasional standing, limited lifting, considerable microcomputer usage which involves repetitive motions involved in data entry and normal office routines.

- 19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)**

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
|-------------|--------------------|-------------|--------------------|
| None.       |                    |             |                    |

- 20. My responsibility for the above-listed employees includes the following (check as many as apply):**

- |                                                             |                                                            |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

- 21. I certify that the above answers are my own and are accurate and complete.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

- 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**

I agree.

- 23. What are the essential duties of this position?**

To provide executive secretarial support and administrative assistance to the chief deputy commissioner which requires considerable knowledge of the supervisor's viewpoint and OFIS operating policies/procedures in order to coordinate activities, communications and schedules on behalf of the supervisor. Employee in this position operates complex microcomputer hardware/software, processes considerable computer-generated documentation, handles considerable telephone communications, and maintains division files. Ability to deal tactfully and effectively with consumers, industry representatives, and government officials.

- 24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

- 25. What is the function of the work area and how does this position fit into that function?**

The Office of Financial Evaluation is responsible for the regulation and supervision of state-chartered banks, savings banks, BIDCO's, credit unions, insurance companies, health maintenance companies, Blue Cross – Blue Shield of Michigan, mortgage companies, securities broker-dealers and investment advisors, debt management companies, and other financial service businesses. This position serves as administrative assistant to the chief deputy commissioner, Office of Financial Evaluation.

**26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Knowledge and skills typically acquired through completion of high school.

**EXPERIENCE:**

Two years of office experience involving secretarial practices equivalent to the Secretary E8.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to operate sophisticated microcomputer equipment in an efficient and effective manner.
- Working knowledge of microcomputer software such as Microsoft Word, Excel and Access, etc.
- Ability to communicate information clearly and accurately either orally or in written correspondence on supervisor's behalf.
- Knowledge of OFIS operations, objectives and the legislative process.
- Ability to work well with others.
- Employee functions with a high degree of independence and must be able to exercise considerable tact and diplomacy when dealing with others, including industry executives and their legal counsel.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

**27. I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

**28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.**

**29. I certify that the entries on these pages are accurate and complete.**

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date